LASSP

Business Meals Policy

This LASSP policy pertains to reimbursement for meals while in non-travel status. Meal arrangements should include using reasonably priced restaurants and making sure all attendees are directly involved in the business purpose of the meal.

There should be a legitimate business purpose for all meals when charging meal expenses to any Cornell account. This includes faculty, postdocs and students if they are included in these meals. There should in general be no more than two students in attendance at reimbursed dinners or lunches with seminar speakers.

If including a spouse or companion, there must be a bona fide business purpose directly benefiting the University when charging their meal expenses to a Cornell account. For non-physicist spouses or companions, this will occur mainly with meals for faculty recruits.

The guideline for business lunch expenses is $20 per person and $100 total.

The maximum limit on hosted business dinners is $140 total.

For meals that are part of faculty or postdoc interviews, additional participants may be included (and reimbursed) to facilitate interaction with graduate students or additional faculty.

The meal expense should generally be processed on a non-sponsored account. If planning on using sponsored funds, please consult with the LASSP Business Office prior to the event. An itemized receipt containing restaurant name, address, cost of meal, date and the identification of any alcoholic beverages is required. The names of individuals served, the agenda (if appropriate) and purpose of the meeting must be included.

Requests for any exceptions to this policy should be discussed with the LASSP Business Office prior to the event.

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